

For: State and County Offices

**Entering Voluntary Information from FSA-1980-25 and FSA-1980-28
into Management of Agricultural Credit (MAC) and the Guaranteed Loan System (GLS)**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

**A
Background**

FSA-1980-25 and FSA-1980-28 have been revised to comply with current Office of Management and Budget Standards for the Classification of Federal Data on Race and Ethnicity. The revised standards provide the following categories:

- 5 categories on race:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White.
- 2 categories on ethnicity
 - Hispanic or Latino
 - Not Hispanic or Latino.

In FSA-1980-25 and FSA-1980-28, dated 07-20-01, Voluntary Information sections, data collection on race and ethnicity is being collected separately. Applicants are given the option of selecting an ethnicity and 1 or more racial designations.

Note: FSA-1980-25 and FSA-1980-28 may be accessed at the Public Forms website at <http://www.sc.egov.usda.gov/>.

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Disposal Date June 1, 2002	Distribution State Offices; State Offices relay to County Offices
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1 Overview (Continued)

B

Background (Continued)

Currently, GLS and MAC are not equipped to accept more than 1 entry for race. In addition, both databases combine race and ethnicity into 1 question with the following 5 categories:

- White
- Black
- American Indian or Alaskan Native
- Hispanic
- Asian or Pacific Islander.

GLS and MAC will be:

- updated to accept ethnicity designations and multiple racial designations
 - prefilled with the race and ethnicity data entered into the Service Center Information Management System (SCIMS) when SCIMS is implemented.
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B

Purpose

This notice provides interim guidance to the Field Offices on how to enter information into GLS and MAC, until the systems are updated, when an applicant selects:

- more than 1 category for race
 - Hispanic for ethnicity and 1 or more racial designations.
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C

Contact

State Offices shall direct all questions about this notice to Kathy Zeidler or Pat Elzinga of the Guaranteed Loan Making Branch at 202-720-3889, or to Kathleen Miller of the Direct Loan Making/Funds Management Branch at 202-720-1643.

2 Guidelines

A Multiple Race Entries

If an applicant selects not Hispanic, or does not select an ethnicity, and selects more than 1 category for race, the selected racial designation that is first on the following alphabetized list should be entered into GLS or MAC:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White.

Example: If an applicant selects Asian and White from the list in this subparagraph, then Asian should be entered into the database.

Note: The revised FSA-1980-25 and FSA-1980-28 list the racial designations as they appear in this subparagraph.

B Ethnicity

If an applicant selects Hispanic as ethnicity and 1 or more racial designations, the selected designation that is first on the following list should be entered into GLS or MAC:

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic
- Native Hawaiian or Other Pacific Islander
- White.

Examples: If an applicant selects Hispanic for ethnicity and Asian for race, Asian should be entered into the database.

If an applicant selects Hispanic for ethnicity and White for race, Hispanic should be entered.

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2 Guidelines (Continued)

C

Name and Address File

Race and ethnicity data should be entered in the name and address file on the Race Code Selection Screen. Multiple codes may be entered on the screen.

Note: Existing records in the name and address file should be modified when the information provided on FSA-1980-25 or FSA-1980-28 is different from that currently reflected in the system.

3 Action

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SED Action

SED's shall direct County Offices to enter race and ethnicity information into MAC and GLS based on the revised standards explained in this notice. Existing MAC and GLS borrower account information does not need to be revised unless a new application for FSA assistance is submitted.
